

GUIDELINES OF FOLLOW-UP SURVEY

Core indicator of performance three in *The Perkins Act of 1998* is stated as:

Placement in, retention in, and completion of postsecondary education or advanced training, placement in military services, or placement or retention in employment.

Originally this core indicator required reporting of both placement and retention, but the requirement for reporting retention of secondary students has been suspended by the U.S. Office of Education. Therefore, Tennessee, like other states will be reporting on placement of students in postsecondary education or advanced training, the military, or employment.

Measurement Approach

State-developed, school-administered surveys/placement records will be used as the measurement approach for this core indicator. The Division of Vocational-Technical Education has developed a sample survey instrument and guidelines for completing a follow-up system for vocational concentrators to be implemented and reported to the state by local education agencies (LEAs). The placement surveys are designed to determine if a student went into postsecondary education, apprenticeship programs, employment, or the military. The surveys are to be conducted six months after concentrators have graduated from high school. LEAs will be required to monitor response to the surveys, and follow-up telephone calls should be used to increase the response rate. Technical assistance will be provided to ensure that the follow-up system is implemented as uniformly as possible.

Process for Reporting

Time Frame	Action
January 27, 2006 thru February 27, 2006	<ul style="list-style-type: none">• Download Concentrator Report file from the eTIGER web site. (Put survey Information into an Excel spreadsheet.)• Download copies of survey form. The survey instrument is to be mailed by the LEA to 2004-2005 program concentrators.• LEAs may modify the survey template provided by the Division of Vocational-Technical Education if they desire to request additional information. However, information in the template is <u>required</u>.
February-March 20, 2006	<ul style="list-style-type: none">• Monitor survey responses. If concentrators have not responded, begin phone call follow-ups in an attempt to increase response rate.• Complete Concentrator Follow-Up Report using information from download file and completed surveys.• Enter completed Concentrator Follow-Up data through the eTIGER web site.
	<ul style="list-style-type: none">• Retain documentation and supporting data in LEA files for a minimum of five years for monitoring/audit purposes.
March 27, 2006	<ul style="list-style-type: none">• Deadline for attesting to the Secondary Placement data through eTIGER.